

**Site Plan Application
Planning and Zoning Division
Development Services Department**

TOWN OF DAVIE USE ONLY

Petition Number: _____

Initial Fee: _____

Receipt Number: _____

Submittal Date: _____

Received By: _____

Folio Number:

Future Land Use:

Zoning:

Property Address:

Project or Subdivision Name:

Number of Units for Residential Site Plans:

Floor area for Non-residential Site Plans:

Petitioner:

Mailing Address:

Telephone:

Fax:

Relationship to the property:

Owner:

Mailing Address:

Telephone:

Fax:

I hereby certify that I am the owner of the described property, I have authorized the filing of the aforesaid request, and I understand that I or my authorized agent must be present at the public hearing to present the request to the Board.

OWNER'S NAME(S) (PRINT)

PETITIONER'S NAME (PRINT)

OWNER'S SIGNATURE (ALL OWNERS
MUST SIGN)

PETITIONER'S SIGNATURE

ADDRESS

ADDRESS

CITY, STATE, ZIP CODE

CITY, STATE, ZIP CODE

TELEPHONE

TELEPHONE

The foregoing instrument was acknowledged

The foregoing instrument was acknowledged

before me this _____ day of _____,

before me this _____ day of _____,

20____, by _____

20____, by _____

who is personally known to me or has produced

who is personally known to me or has produced

as identification and who did take an oath.

as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

SIGN: _____

SIGN: _____

PRINT: _____

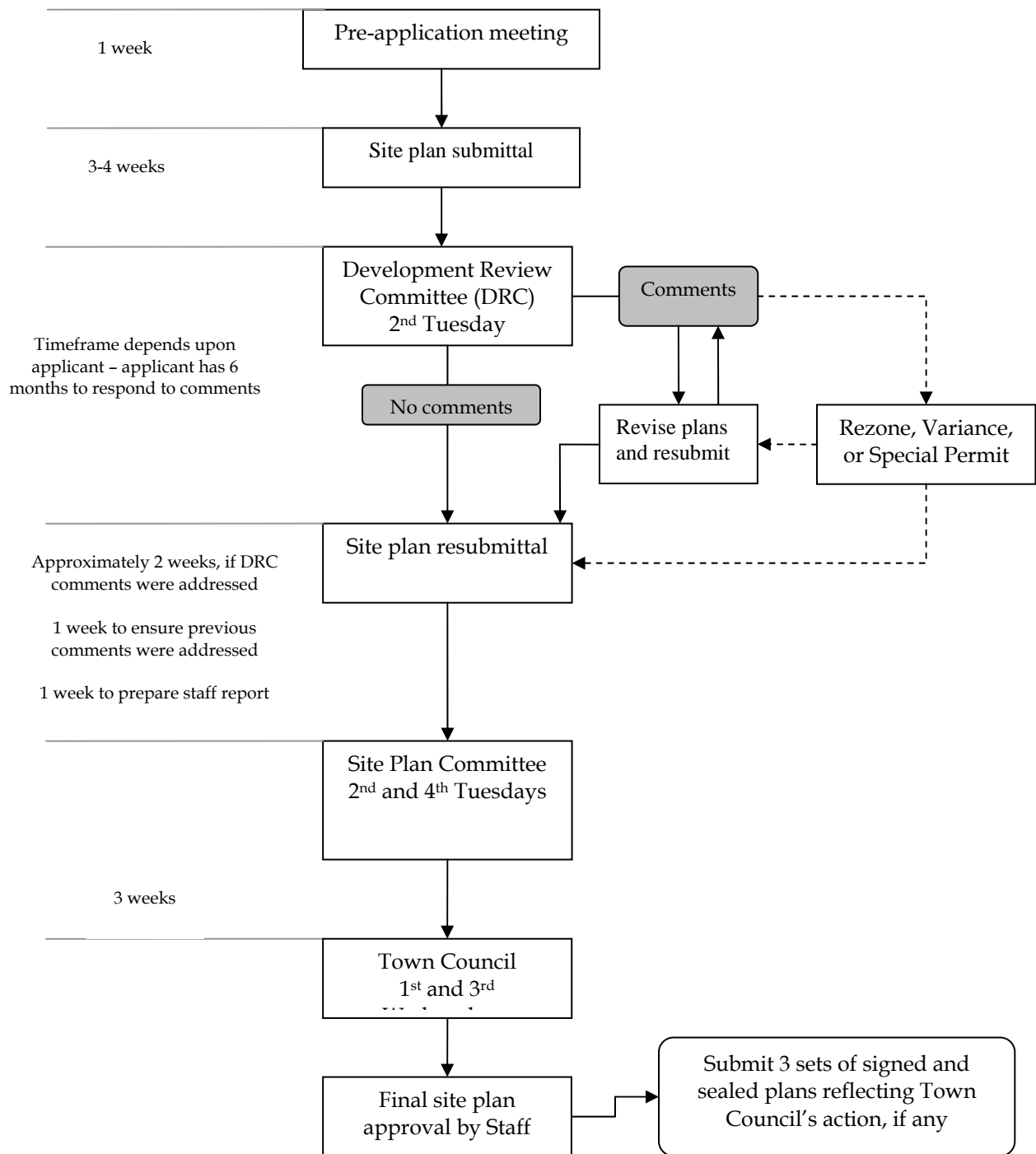
PRINT: _____

My Commission Expires:

My Commission Expires:

Timeline

Site Plan Process



Site Plan Application Checklist

All required information must be provided at the time of submittal unless otherwise noted. Applications that are deemed incomplete may follow a different project tracking.

1. Pre-application meeting with a planner.
2. Original application form typed or neatly printed in ink, and notarized properly.
3. Check made payable to the Town of Davie in the amount specified on the fee schedule (provide calculations).
4. Copy of warranty deed or most recent tax bill.
5. Three (3) full size copies of the plat, folded to 8.5" X 11" with the binder to the left, as recorded in the official records of Broward County.
6. One (1) tree survey that is to include the location of all trees on the site identified by species name, caliper, size, and condition. Tree survey information may be included with the survey that is to be provided within the site plan.
7. All site plans must be signed and sealed by the appropriate professional, bound, and folded to 8.5" X 11" with the binder to the left. Maximum size 24" X 36", drawn at a scale no smaller than 1" = 40'. Provide master site plans at a maximum scale of 1" = 60' and match sheets at a maximum scale of 1" = 40'.
8. For all new construction the following presentation materials must be submitted to staff for review at least one (1) week prior to the Site Plan Committee meeting:
 - a. Color chart that indicates the proposed colors and materials
 - b. Color elevations of all sides of the proposed structure(s)
 - c. Three-dimensional color perspective rendering
 - i. Renderings must match proposed elevations or the application will not be scheduled for the Site Plan Committee meeting
9. Number of site plan packets required:
 - a. Development Review Committee (DRC), Twenty four (24)
 - b. Site Plan Committee, twelve (12)
 - i. When resubmitting, provide a written response to all DRC comments and staple to the front of each site plan packet.
 - c. Town Council, fourteen (14)
 - d. Three (3) complete signed and sealed site plans reflecting Town Council action must be provided in order to receive Final Site Plan approval from staff.
10. It is recommended that adjacent residents and homeowners associations (HOA's) be contacted. A list HOA's is available at front desk.
11. Mylar of the site plan for addressing after site plan approval, as applicable.

Site Plan Requirements

The following information must be included with the site plan. Construction drawings are not required for site plan review; however, typical details such as fences, walls, and dumpster enclosures, as required, should be included.

Please submit site plans with the sheets in the following order:

1. **Cover Sheet**
2. **Site Plan**
3. **Survey**
4. **Site Details**
5. **Conceptual Paving, Grading, and Drainage Plans**
6. **Floor Plan**
7. **Elevations**
8. **Landscaping**
9. **Lighting**
10. **Temporary Uses**

1) **Cover Sheet**

- a) Title block with project title, names of developer, architect and/or engineer, with addresses, telephone and fax numbers.
- b) General location map showing the project site in relation to the major road systems and/or natural features within the Town.
- c) Address, legal description and the current level of development approved by Broward County, based upon the plat.
- d) Statement describing the character of the proposed development that includes the following information:
 - i) Name of the development
 - ii) Adult or family orientation/purpose/use
 - iii) Estimated overall and/or per unit cost as applicable
 - iv) Proposed ownership and control
 - v) Anticipated traffic generation (provide method used to calculate on separate sheet)
 - vi) Type of utilities to serve the project

2) **Site Plan**

- a) Show existing use and zoning of the property and all contiguous parcels
 - i) Indicate adjacent areas under same ownership (if applicable)
- b) Show dimensioned distances, clearly differentiating between existing and proposed:
 - i) Sides between all proposed structures and property lines
 - ii) Structures from easements and rights-of-way, including corner chord
 - iii) Structures from water bodies, measured to the top of bank
 - iv) Roadways, bicycle lanes or bicycle paths, sidewalks, pedestrian access ways, equestrian trails, recreation trails
 - (1) Indicate where the above features connect to adjacent similar features
 - v) Ground mounted equipment such as air conditioners, mail boxes, back flow preventors, F.P.L. boxes, etc.
 - vi) Turning radii, sight triangles, and stacking spaces
- c) Indicate elevations of parking and building pads

i) Residential site plan tabular information

- (1) Future Land Use Plan Map classification
- (2) Town of Davie Official Zoning Map designation
- (3) Size of site (square footage, gross and net acreage)
- (4) Total open space/landscape area (square footage, acreage and percent)
- (5) Total impervious (square footage, acreage and percent)
- (6) Total square footage of each building or structure on site
 - (a) Percentage of total site occupied by buildings or structures
- (7) Number of dwelling units
 - (a) Gross and net density per acre
- (8) Number of dwelling units in each building
 - (a) Number of 1,2,3, etc. bedroom units
 - (b) Total floor area of each type of residential unit
- (9) Number of required and provided parking spaces, including handicapped, and the method used to calculate

ii) Non-residential site plan tabular information

- (1) Future Land Use Plan Map classification
- (2) Town of Davie Official Zoning Map designation
- (3) Size of site (square footage, gross and net acreage)
- (4) Total open space/landscape area (square footage, acreage and percent)
 - (a) Total open space in Vehicular Use Area (square footage, acreage and percent)
 - (b) Total landscape buffers (square footage, acreage and percent)
- (5) Total impervious area (square footage, acreage and percent)
- (6) Total square footage of each building or structure
 - (a) Percentage of total site occupied by buildings or structures
- (7) Number of required and provided parking spaces, including handicapped, and the method used to calculate
- (8) Number of required and provided loading spaces, and the method used to calculate

3) Survey

- a) Shall have been conducted within the last two (2) years and have the seal of the appropriate professional
- b) Legal description, north arrow, scale, and date of drawing (including revision dates).
- c) Angles and bearings, including utility poles, catch basin, manholes, fire hydrants, water, sewer and storm lines
- d) Site boundaries clearly shown and tied to section corners
- e) Topography
- f) Water bodies measured from the top of bank
- g) Trees over 3" caliper
 - i) Should the location of all trees on the site, identified by species name, caliper, size, and condition be provided, the survey shall fulfill the site plan application submittal requirement of a separate tree survey
- h) Location of buildings, including the location and size of berms and walls
- i) Location of light poles and fire hydrants
- j) Location of underground facilities
- k) Location of intersections, bridges, sidewalks, driveways, curbs and streets
- l) Adjoining and internal streets and their widths
- m) Location of all rights-of-way, dedications and/or easements with O.R. books and pages